Safety Topic of the Month

RI-313: Hazard Communication Standard & Chemical Inventory

RI-300: Injury & Illness Prevention Program

Richmond Refinery

May 2011

 DOC ID

Outline

- Purpose of RI-313
  - Recent Changes and how they affect you
  - How you can help
- Purpose of RI-300
  - Recent Changes and how they affect you
- Contacts for Questions

- Review of Near Losses and TOP Lessons Learned

Refinery Instruction 313

- RI-313 is the management of the Refinery's:
  - Hazard Communication Program (Hazcom)
  - Hazardous Material Business Plan (HMBP)
  - Chemical Inventory Listing
  - Material Safety Data Sheets (MSDS)
  - Process for reviewing/approving new chemicals for storage and/or use within a specific work location in the refinery

CUSA-CSB-0085145
EPA

Changes to RI-313 and how they affect you

- Changes to the RI-313 Instruction
  - Appendix I – New Chemical Review Process – Electronic Database
    - Describes the process/steps to begin a new chemical review in the electronic database.
    - The electronic database contains the same information for review as the paper version.
  - Removed outdated information and simplified wording for Refinery users
    - Minor word changes – removed reference to ProSteward Database, because that is job specific only to the Safety Analyst

RI-313 - How YOU can help

- Work with your Area Chemical Inventory Coordinator and/or Field Safety Coordinator for any changes in the chemical inventory (adding/removing/changing quantities).
  - If a chemical is no longer used, or a different chemical has been substituted, the inventory must be updated.
  - Any change in quantity greater than +/- 10%, inventory must be adjusted.
- Make sure any new chemicals entering your work area have been reviewed through the RI-313 Electronic Database.
  - Sometimes chemicals are brought into the refinery without prior approval and that often results in MSDS's not being available to employees.
  - Ensure employees who are required to use the new chemical understand the hazards associated with the chemical, and know how to protect themselves from its hazards.

Incident and Injury Prevention Program (IIPP) - Refinery Instruction 300

- RI-300 is the refinery's written safety and health policy
  - It summarizes our programs, processes, and activities
  - Work groups also have specific Incident and Injury Prevention Programs (IIPP)
- IIPP audits focus on:
  - Identifying and correcting unsafe conditions
  - Ensuring adherence to our safe work practices
- Our IIPP processes should never be a check-the-box activity

Our goal is improve the health and safety of the entire workforce – on and off the job

Changes to RI-300

- Recent changes were minor:
  - Updated job titles and references to documents like the Richmond Refinery Pocket Safety Guide and LPS Bulletins
  - Ensured text aligned with Cal/OSHA regulatory requirements

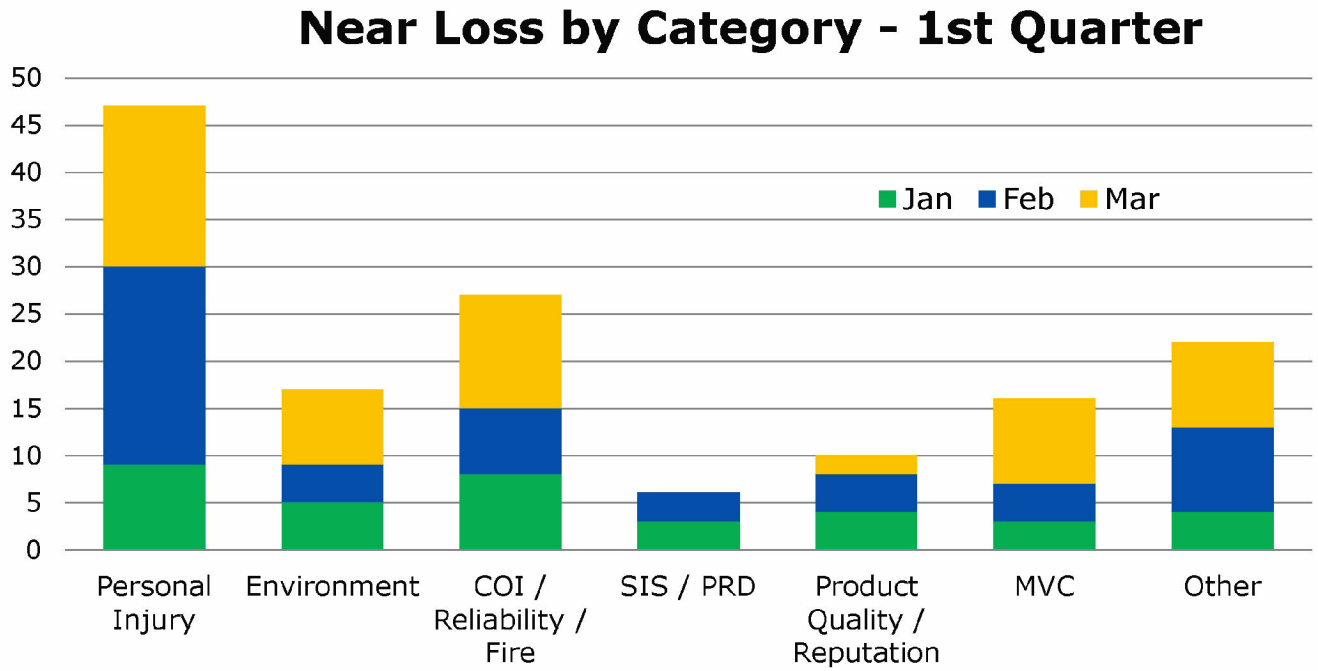
How you can help

- How can <u>you</u> help make IIPP a success? Some things might include:
  - Looking out for changes or problems in your work area that may present a hazard to you or to others
    - Use your Stop or Pause Work Authority when needed
  - Participating in IIPP audits
  - Evaluating potential health and safety impacts of work or an MOC change

Questions?

If you have questions about either RI-313 or RI-300, please contact a member of the Safety group

Near Loss Update



Some March Successes

- ✓ TOP investigations begun after Green Card reports of potentially significant near losses (e.g. walking on pipes in an overhead pipe rack / problems while working on an operating furnace)
- ✓ Pause Work Authority used to correct problems with a welding job
- ✓ H2S monitor bump station problem identified
- ✓ Sign put in place at a bus stop to identify that it was not a smoking post
- ✓ Roof drain problem reported and fixed

Review TOP Lessons Learned

Learning from our past incidents will help us prevent them in the future. Please take a few minutes now to review the TOP lessons learned.

TOP Lessons Learned